



City of Seattle

Department of Planning and Development

Diane M. Sugimura, Director

MEMORANDUM

To: Councilmember Nick Licata
Chair, Housing, Human Services, Health and Culture Committee

From: Faith Lumsden
Director of Code Compliance

Date: January 7, 2013

Subject: Update on Rental Registration and Inspection Ordinance program

DPD is making good progress on design and early decision making for the Rental Registration and Inspection Ordinance (RRIO) program adopted by the Council in October 2012. The department has developed high level business process maps that illustrate the key functions or activities for the program. We have grouped activities into the following five categories:

- Registrations,
- Private Inspector Registration and Training,
- Enforcement and Auditing
- Fees, and
- Outreach

We have a separate track for selecting and implementing the information technology system to support the program. This track will be tied closely to the pending upgrade of the DPD permit tracking system. We've also begun work with a fee consultant to establish a model that can produce fee options using a range of variables, including number of properties, number or type of units, and program costs.

Attached to this memo are two documents. First is a memo from Diane Sugimura alerting the Council that DPD has requested emergency approval for the RRIO program manager position. This position will report to the Code Compliance Division Director and will, ultimately manage the implementation and operation of the RRIO program.

The second document is the implementation plan for the new program. As you will note, the plan is still fairly high level, but shows how the various efforts will proceed throughout 2013.

We will have a somewhat broader description of the various program elements and be prepared to answer questions about expected schedules and next steps at your Committee meeting on January 9, 2013.



